

Stage	Process / Action Taken	Officer	Time Taken	Cost	Breakdown of Fees and Charges	
Application	Receive request for application pack and advise accordingly	BSO	15	£7.96	<b>Application Fee</b>	<b>£242.49</b>
	Prepare / send application pack and update database	BSO	15	£7.96	<b>Licence Fee</b>	
	Varification checks incl. land reg, company search etc	BSO	30	£15.93	1 to 5 bedrooms	<b>£253.89</b>
	Cost of searches and time to udertake	HEO	30	£19.87	6 Bedrooms	<b>£260.51</b>
	Process returned application and check validity	BSO	30	£15.93	7 Bedrooms	<b>£267.13</b>
	Update database and acknowledge receipt	BSO	30	£15.93	8 Bedrooms	<b>£273.75</b>
	Make up file with relevant info and pass to PSHO	BSO	30	£19.87	9 Bedrooms	<b>£280.37</b>
Processing	Checking for validity of application	HEO	120	£79.46	10 Bedrooms	<b>£287.00</b>
	Determine most appropriate license holder	HEO	30	£19.87	15 Bedrooms	<b>£320.10</b>
	Fit and proper person check	HEO	60	£39.73	20 Bedrooms	<b>£353.21</b>
	Check that appropriate management arrangements are in place	HEO	15	£9.93	<b>Revocation of licence</b>	<b>No Fee</b>
	Assess amenities are adequate	HEO	15	£9.93	<b>Application refused by LA</b>	<b>£242.49</b>
Inspection	Arrange and secure access to property	HEO	15	£9.93	<b>Application withdrawn by applicant</b>	<b>£242.49</b>
	Travelling Time to and from property	HEO	60	£39.73	<b>Renewal Fees</b>	
	Petrol costs at average of 30 miles @50p/mile		£15.00	£15.00	Renewal before expiry (app unchanged)	<b>£193.99</b>
	<u>Inspection of property:</u>				Renewal after expiry (app unchanged)	<b>£242.49</b>
	Basic 5 bedroom property	HEO	60	£39.73	<b>Variation Fees</b>	
	Cost per extra bedroom over and above 5	HEO	10	£6.62	Amendment to licence	<b>£31.85</b>
	Determine HMO suitability for occupation by number of people	HEO	30	£19.87	Variation of the license by LA	<b>No Fee</b>
Complete paperwork and update database	HEO	120	£79.46	Change of licence holder	<b>£242.49</b>	
Finalising Application	Validity / quality checks on above	PPM	60	£50.17	<b>Officer costs including on-costs</b>	<b>Hourly Rate</b>
					Public Protection Manager (Mark Stuart)	£50.17
					Housing Enforcement Officer (Lyndsay Morris)	£39.73
					Business Support Officer (Chris Acton)	£31.85